

Lamorinda School Bus Transportation Agency
Special Meeting AGENDA
DATE: July 30, 2018 TIME: 9:00 a.m.
City of Lafayette, 3675 Mt. Diablo Blvd., Lafayette CA
Conference Room 240 (Second Floor)

- 1) CALL TO ORDER
- 2) ADOPTION OF AGENDA
- 3) PUBLIC COMMENT – items not on the agenda
- 4) NEW BUSINESS

Request by Proposers to Extend Due Date for RFP by Two Weeks

- 5) LATE BUS REPORTS – June 2018
- 6) CHAIR AND BOARD MEMBERS' REPORTS
- 7) WRITTEN COMMUNICATIONS
- 8) NEXT MEETING DATE - tbd
- 9) ADJOURNMENT

I, Juliet Hansen, declare under penalty of perjury, that this agenda has been posted at least 24 hours in advance in the following locations: City of Lafayette Offices, 3675 Mt. Diablo Blvd., in the glass case downstairs, Lafayette, CA.

Juliet Hansen, Program Manager

*Any writings or documents pertaining to an open session item provided to a majority of the LSBTA less than 72 hours prior to the meeting shall be made available for public inspection at the Lamorinda School Bus Program office at 3675 Mt. Diablo Blvd., Suite 255, Lafayette CA during normal business hours. Agendas and packets are available for review by the public during regular Monday – Friday work hours at the Lamorinda School Bus Program office at 3675 Mt. Diablo Blvd., Suite 255, Lafayette CA and on the website at www.lamorindaschoolbus.org. Agendas and packets shall be made available 24 hours in advance of special meetings. Upon request this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the ADA Act of 1990 (42 U.S.D. Sec. 12132). Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Juliet Hansen, Program Manager, at 925-299-3216 at least 48 hours before the meeting if possible.

LSBTA Meeting
July 30, 2019
Staff Report

Lamorinda School Bus Program
Staff Report

Date: July 30, 2018
To: Lamorinda School Bus Transportation Agency
From: Juliet Hansen, Program Manager
Re: Request by Proposers to Extend Due Date for RFP by Two Weeks

Background

The LSBTA's Request for Proposal for school bus service was released as scheduled on July 9, 2018. The mandatory Proposer's Conference was held on July 23, 2018 in Lafayette. Juliet Hansen, LSBTA Program Manager, Larry Theis, Orinda Public Works Director, and representatives from three companies attended – Durham Transportation, First Student and Student Transportation of America. A request was made to extend the due date for the RFP due to the requirement to drive all the routes. Staff agreed to bring this request to the LSBTA for consideration.

Discussion

If the LSBTA wishes to grant the extension, an addendum will need to be issued and several dates will need to change. Anticipating approval, legal counsel is already preparing an addendum.

The new dates requiring an addendum are as follows:

Last Date to Submit Questions:	July 31, 2018/5:00 p.m.	August 14, 2018/5:00 PM
Proposals Due:	August 8, 2018/2:00 PM	August 22, 2018/2:00 PM
Interview/Presentation	August 14, 2018	September 4, 2018
Tentative Award of Contract/ Contract Commencement Date		September 2018

Next LSBTA Meeting

Suggested dates for a full LSBTA meeting are Monday, September 24, 2018 or Tuesday September 25, 2018.

Recommendation

Approve a two week extension with new due dates; direct staff to distribute addendum; establish date for next LSBTA meeting.

